

MEMORANDUM

Division of Educational Programs and Services
Bureau of Adult Education and Nutrition Programs
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Maureen B. Staggenborg, Acting Bureau Chief

DATE: November 17, 2003

SUBJECT: Adult Education Operational Memorandum # 05 – 04

- Certification
- Grant Application/Supplemental Application Revision for Adult Education – ED 245/245A
- Preliminary 2004-05 Support Percentages

Certification

At the request of the field, an initial meeting was held with the Bureau Chief and staff in the Bureau of Certification in order to review the current Adult Education certification requirements and to discuss possible modifications. Many of you have asked about the 30 hour requirement beyond a bachelor's degree in order to complete the requirements for the Professional Certificate.

If you recall, the Bureau, with practitioner support, worked hard to bring the adult education certification in line with that of the K-12 system, so that adult education be recognized and enjoy the same level of professionalism as its day school contemporaries. The 30 hour requirement has been in place for a number of years. Allowable credits can be undergraduate or graduate credits at a community college or other institution, on-line courses, College Level Examination Program (CLEP) credits, or credits earned through Charter Oak College. While we recognize that the 30 hour requirement may pose some hardship on staff that teaches a minimum number of hours, the Department cannot lower these standards or make exceptions to them.

In order to determine the scope of Certification issues, a survey is included for program directors to complete. Please return it Carl Paternostro either by fax at (860) 807-2127 or e-mail at carl.paternostro@po.state.ct.us

In the interim, several options are available to staff who may be unable to meet the requirements of the provisional endorsement. They are as follows:

- Balance of Time – Adult education hours can be prorated as part time. Therefore, the 8 year time requirement may be extended to 12 years.
- Hardship – The department may award up to 2 additional years due to financial, health or other extenuating circumstances.

The Bureau of Certification should be contacted if you are having difficulty with any of the adult education endorsements. Further information can be found on the State Department of Education, Bureau of Certification at <http://www.state.ct.us/sde/dtl/cert/index.htm> Thank you in advance for your immediate response to the survey and for your patience as we try to ensure the integrity and professionalism of adult education.

Preliminary 2004-05 Support Percentages

The Preliminary FY03-04 Support Percentages have been updated and are posted on the Department's Adult Education web-site under Support Percentages for Adult Education at <http://www.state.ct.us/sde/deps/adult/state/forms.html> . Please remember these are preliminary and are subject to change.

Grant Application/Supplemental Application Revision for Adult Education - ED 245/245A

The date of the submission for the ED 245/245A will be February 13, 2004 due to the February 16 holiday and winter vacation for many school districts.

Thank you all for your ongoing support and dedication to adult education and the citizens we serve. I would like to take this opportunity to wish you and your families a peaceful, safe and blessed Thanksgiving.

cc: Adult Education Unit
Nancy Pugliese
Kathy Hanaway
ATDN Trainers